

**BUREAU OF TRANSPORTATION PLANNING
REQUEST FOR PROPOSAL
RFP COVER SHEET**

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QBS – Prequalified

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QBS – Non-Prequalified

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QBS/Low Bid (Non-Prequalified or Prequalified)

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Low Bid

Information for all selection types

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a proposal. The proposal must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts," available on the MDOT website.

The vendor firm must provide 5 paper copies of the proposal to the MDOT project manager named in the attached scope of services. These copies must be received by the project manager on or before 5:30 p.m., April 24, 2006. Fax or electronic copies are not acceptable.

The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is included as part of this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in the proposal only those items that are checked by the MDOT project manager on form 5100B. One unbound copy of the proposal must also be submitted to Sheryl Holcomb, Selection Specialist, Bureau of Transportation Planning, at the address indicated below:

Regular Mail:

Sheryl Holcomb, Selection Specialist
Bureau of Transportation Planning
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Sheryl Holcomb, Selection Specialist
Bureau of Transportation Planning
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

The Selection Specialist copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Questions on a posted RFP

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least four working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as

possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

Cost Plus Fixed Fee

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Non-Prequalified Services. If a firm is selected for non-prequalified services, the vendor should make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selections (QBS)

The selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. A price proposal must be submitted, separate from the proposal, directly to **Sheryl Holcomb, Selection Specialist, Bureau of Transportation Planning**. The address is listed on page 1. The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SHERYL HOLCOMB."** The vendor's name and return address must be on the price proposal envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your price proposal being opened erroneously by the mail room. The selected vendor will be contacted to confirm capacity. Negotiations will be conducted with the firm selected.

Low Bid Selections

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" found on the MDOT website. The bid sheet is included in the RFP. Bid sheets must be separate from the proposal, and sent directly to **Sheryl Holcomb, Selection Specialist, Bureau of Transportation Planning**. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SHERYL HOLCOMB, SELECTION SPECIALIST."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room. **Please send the bid sheet(s) to the address listed on page 1.**

The selection team will review the proposal submitted and post the date of the bid opening on the MDOT website. The notification will be posted as least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Disadvantaged Business Enterprises (DBE)

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF WORK, 2006 HISTORIC BRIDGE INVENTORY

The following is the Scope of Work for the 2006 Historic Bridge Inventory which will revise the existing Historic Bridge Inventory, conducted in 1995. The 2006 Inventory will also survey bridges constructed after 1955 and through 1966 and will survey some specific bridges built after 1966 that might be significant enough to bypass the fifty year standard.

Pre-qualification Requirement: Respondents must be MDOT pre-qualified under the Reconnaissance/Intensive Level Survey Classification. The selected vendor will be required to utilize the services of an engineer well-versed in bridge technology.

DBE Requirement: 0%, however the selected vendor is encouraged to use approved DBE entities for any sub-contracted tasks.

Payments: The basis of payment for the contract will be Actual Cost plus Fixed Fee. The payment schedule will be determined during contract negotiations. (See Element 9)

Proposals must be complete and must include resumes for key staff that will be actively assigned to the project, and a detailed work plan.

Project Manager:

Lloyd Baldwin
Historian, Environmental Section
Bureau of Transportation Planning
Michigan Department of Transportation
425 W. Ottawa Street
PO Box 30050
Lansing, MI 48909
E-Mail: baldwinll@michigan.gov
Phone: 517-241-2702
Fax: 517-373-9255

Following are the key tasks to be performed, followed by the proposed project schedule and required submittals.

Element 1, Review and update existing historic bridge inventory (Hess-Roise, 1995)

- Account for historic bridges demolished. Provide date of demolition, if available.
- Account for bridges that have been taken out of active vehicular use but that are intact or disassembled:
 - Current status
 - Open/Closed/In Situ?
 - In storage? (location/condition)
- Moved? (location, date of move, types of alteration/retrofitting)
- Account for bridges that have been altered
 - Minor alterations/upgrades may not preclude eligibility
 - Review bridges previously excluded because of alterations to determine if they should be reconsidered for eligibility
 - Deck widening, railing replacement (not in-kind) typically will preclude eligibility.
 - Retrofitting of original railings with guardrail or other crash-worthy protection system does not automatically preclude eligibility.
- All steel/iron truss bridges should be considered.
- All movable bridges constructed prior to 1965 should be considered.
- Timber bridges may require special consideration, regardless of age. Example: M-26 over Eagle River, Eagle River, Keweenaw County (built 1988)

Element 2, Develop contexts/factors

- Known Historical Associations (NRHP Criterion A & B)
- Bridge age
- Bridge type and size
- Architecture (NRHP Criterion C)
- Engineering (NRHP Criterion C)
- Roadway associations
 - Local (city, county, and in some instances, township or privately owned).
 - State Highway
 - US highway
 - Interstate
 - Free Access/Limited Access
 - Rural/Urban

SIZE: The inventory will include structures 20 feet or greater in length to coincide with the federal definition of what constitutes a bridge.

CONTEXT: Context statements will address transportation corridors in general historical and developmental terms but the focus is on bridges.

INTERSTATE: A list of potentially NRHP eligible Interstate bridges erected 1956 or after will be provided to the selected vendor. No other Interstate bridges of this vintage will be considered.

Some Interstate bridges were constructed prior to the 1956 Interstate Act as elements of earlier limited access projects (such as the Detroit Industrial Expressway) and were addressed in the 1995 survey. These resources should be reviewed to account for major alterations/replacement since the 1995 survey.

Element 3, Review current databases for inventory of bridges constructed 1956-1965

- List bridges that are automatically excluded based on major alterations/upgrades or that do not fit the project contexts. These bridges will *not* be carried forward to Element 4. (Some entire counties *may* be excluded, where the bulk of the bridges are of very recent vintage or have been reconstructed and are ineligible for consideration).
- List bridges that warrant Reconnaissance Level Survey.

Element 4, Reconnaissance Level Survey of 1956-1965 bridges from Element 3 list

- Digital photographs of all bridges surveyed, images will follow SHPO standards.
- Produce electronic inventory cards for all surveyed bridges (similar format to the 1995 Hess-Roise survey).
- Identify high priority for Intensive Level Survey.
- Identify additional bridges that warrant Intensive Level Survey but that may be conducted in Phase 2. (See Element 9, below)

Element 5, Intensive Level Survey of bridges identified in Elements 3 and 4

- Respondents to this RFP should provide a cost-per-bridge price for Intensive Level Surveys.

Element 6, Report and database

- Report will follow a similar format as the Michigan Bridge Inventory: The Survey Sample (Hess-Roise, 1995) and may form the basis for a publication in the Environmental Research Series (MDOT, Michigan State University Press), in a similar format to Historic Highway Bridges of Florida (FDOT, 2006). See submittals section (below) for details on product submittals.
- Electronic “Michigan Historic Inventory Survey Cards” in a format to be supplied by MDOT.
- Access Database searchable by multiple factors (age, type, location, etc.)

Element 7, National Register of Historic Places Nominations

- NRHP nominations will be prepared by the vendor for each bridge determined eligible for listing.
- Responses to this RFP will include a unit pricing for generating NRHP nominations.
- Final acceptance of NRHP nominations will not occur until certified by the National Park Service.

Element 8, Adjustments to Project Calendar:

- The negotiated project calendar will be closely adhered to, particularly delivery of the final product.

Element 9, Payments:

- Payments will be based on actual cost plus fixed fee
- Payments will not exceed the negotiated total “not-to-exceed” amount.

Project Schedule:

Anticipated start date: June 1, 2006.

Anticipated end date: June 1, 2007.

MONTHLY UPDATES: Written summary of work completed, work commenced and work scheduled.

MDOT PM RESPONSES: The vendor will receive responses from the MDOT PM thirty (30) days from receipt of work products, except for the Full Draft submittal, in which case the response will be made 60 days from receipt of the submittal. All submittals by the vendor are to be made to the MDOT PM only; the vendor should not receive or respond to any submittals/responses made by anyone other than the MDOT PM or designee.

Product Submittals:

- Context Statements (text):
 - 20 CD ROM RW discs
 - 2 hard copy versions
- Reconnaissance Level Survey Summary / Intensive Level Survey Recommendations (text):
 - 20 CD ROM RW discs
 - 2 hard copy versions
- Draft Revisions to 1995 Inventory (database):
 - 20 CR-ROM RW discs
 - 2 hard copy versions
- Draft Intensive Level Surveys (text, photo, database):
 - 20 CD-ROM RW discs
 - 2 hard copy versions
- Full Draft (text, photo, database):
 - 20 CD-ROM RW discs with complete project
 - 2 CD-ROM with photographs only
 - 2 CD-ROM discs with databases only
- Final (text, photo, database):
 - 2 Hard copies of complete project
 - 100 CD-ROM discs with complete project
 - 20 CD-Rom discs with photographs only
 - 20 CD-ROM discs with databases only
- Draft National Register Nominations
 - 2 CD-ROM RW discs (complete, including continuation sheets, maps, scanned versions of B&W photographs)
- National Register Nominations
 - 2 CD-ROM RW discs (completed form with continuation sheets, maps, and digital photographs following NRHP Photographic Standards)

- 2 hard copy versions
- 3 sets of B&W 8 X 10 photographs (follow NRHP photo guidelines)

Software:

- Text: MS Word
- Databases: MS Excel, MS Access
- Digital Photographs: (TIFF; follow NRHP Guidelines for NRHP photographs)

Communications:

The selected vendor for the Historic Bridge 2006 Inventory will not make direct contact with SHPO. All inquiries will be made through the MDOT Project Manager or with the MDOT Project Manager's approval. The vendor will provide written summaries of any conversations and/or copies of any written correspondence related to the bridge inventory to the MDOT Project Manager.

The selected vendor is encouraged and expected to consult frequently with the MDOT PM beyond the required monthly updates.

Staffing:

Identify staff assigned to the inventory in the vendor response to this RFP. The response will list staff qualifications and task assignments and estimated time commitments. Do not list staff that will not be assigned to the project. The MDOT Project Manager must be notified, in writing, of any staff changes.

Useful Websites:

<http://www.interstate-guide.com/>

<http://www.michiganhighways.org/index.html>

<http://www.fhwa.dot.gov/policy/2002cpr/ch23.htm#navs>

<http://www.fhwa.dot.gov/infrastructure/bibis.htm>